Supplier Relationship Management System

(SRM)

Reverse Auction Process

USER MANUAL

for

SUPPLIERS

Doc. Rev.3.0 – Release Date: 13th May 2011

Created by: SRM Core team – HCL

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HCL Infosystems Ltd.

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1. Introduction …..

Reverse Auction is a process in which multiple suppliers (accepted by HCL) are invited to quote the lowest price for selling their products to HCL, after their products are technically approved by HCL and delivery terms and conditions are accepted by both, the Suppliers and the Buyer companies.

Once the Technical & Commercial Bidding processes are over, the supplier can be invited to participate in the Reverse Auction Process.

For a supplier to participate in the Reverse Auction Process, supplier has to be created as a Bidder. Only a registered and accepted supplier or an existing vendor with a valid HCL Vendor Code can be created as a Bidder in SRM system.

User ID and password is provided to the supplier in advance for participating in the Bidding and Reverse Auction Process.

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2. System Requirement for SRM – Reverse Auction Process

Supplier /User computer system should be installed with the following for using SRM Module-Reverse Auction Process:

a) Windows XP or Windows 7 Operating system ;
b) Internet Explorer (IE) ver. 6 or 7 or 8 ;
c) Java version 1.6 update 23 (specifically required for Reverse Auction Process) ;

*

3. SRM - Reverse Auction Process Steps …..

Step 1: Once Reverse Auction document is published by HCL, e-mail is sent in auto mode to the selected Bidder/Supplier (approved by HCL at the end of Bidding Process) and the e-mail contains the Reverse Auction Doc. no. & Login site/URL info., Reverse Auction starting date and time.

Step 2: To participate in the Reverse Auction, Suppliers have to access the **SRM Enterprise Portal** and use the **Bidder / user login & Password** provided to them by HCL.
The SRM URL is: http://pocurement.hclinsys.com/irj/portal for SRM Enterprise Portal screen.

Step 3: Bidders will have to login to the supplier portal and access the RA doc under published Auctions and access Live Auction Cockpit and participate in the RA process on the Auction date & time specified in the e-mail received from HCL.

Step 4: During this time, Buyer has to monitor the Progress status of the Reverse Auction from his login, using graph /charts also.

Note: 1. Bidders can chat online with the Buyer in case any clarifications are required.
2. Reverse Auction time can also be extended no. of times by the buyer, if required.

Step 5: Bidders will **submit** their Auction Response in the Price range provided within the deadline time.

In the RA doc., Currency, Starting Price, Reference Price (last purchase price), Reserve Price (Beyond which Auction Bid will not be considered for selection/not valid), Decrement value for consecutive Bids are specified item-wise.

Step 6: Once the RA deadline time is reached, RA is closed for further Response submission.

Step 7: The best Response is accepted by Buyer & sent for further approval by his Manager.

Step 8: The approving manager can finally accept or Reject the Reverse Auction Response.

NOTE: The price which is finalised & accepted, can be used for Creating Contract or Purchase order by HCL.

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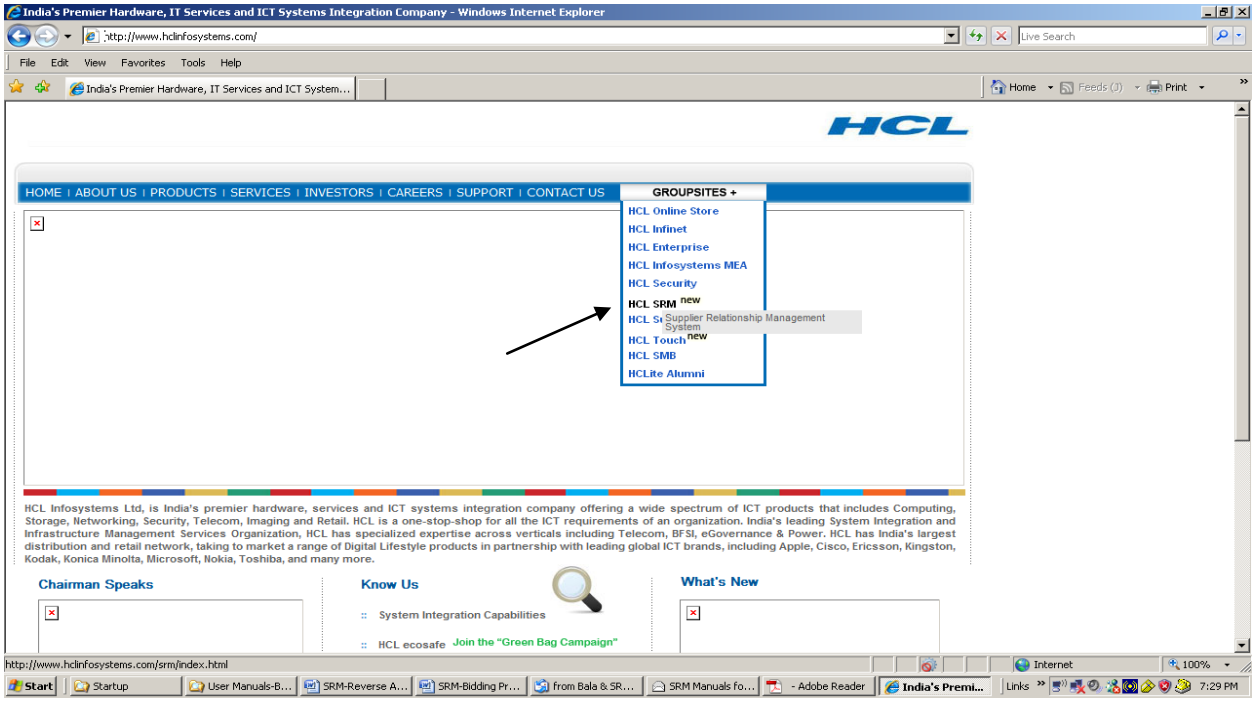
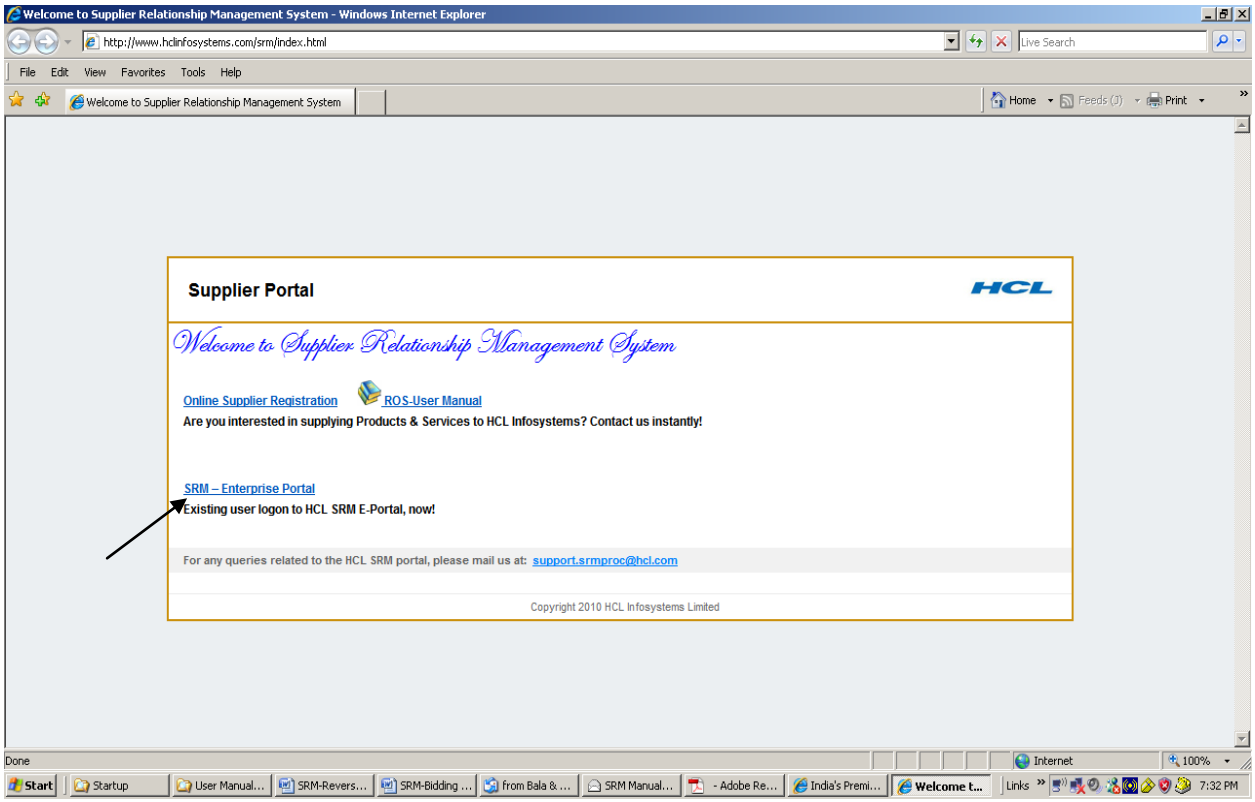
4. How to access the Reverse Auction document…..

To access the RA document, supplier has to access the SRM Enterprise portal .


India's Premier Hardware, IT Services and ICT Systems Integration Company - Windows Internet Explorer
http://www.hclinfosystems.com/
HOME | ABOUT US | PRODUCTS | SERVICES | INVESTORS | CAREERS | SUPPORT | CONTACT US
GROUPSITES +
HCL Online Store
HCL Infinet
HCL Enterprise
HCL Infosystems MEA
HCL Security
HCL SRM new
HCL Touch new
HCL SMB
HCLite Alumni
Chairman Speaks
Know Us
System Integration Capabilities
HCL ecosafe Join the "Green Bag Campaign"
What's New

Select HCL SRM under GROUPSITES option and enter the Supplier Portal screen.


Welcome to Supplier Relationship Management System - Windows Internet Explorer
http://www.hclinfosystems.com/srm/index.html
Supplier Portal
HCL
Welcome to Supplier Relationship Management System
Online Supplier Registration
ROS-User Manual
Are you interested in supplying Products & Services to HCL Infosystems? Contact us instantly!
SRM – Enterprise Portal
Existing user logon to HCL SRM E-Portal, now!
For any queries related to the HCL SRM portal, please mail us at: support.srmproc@hcl.com
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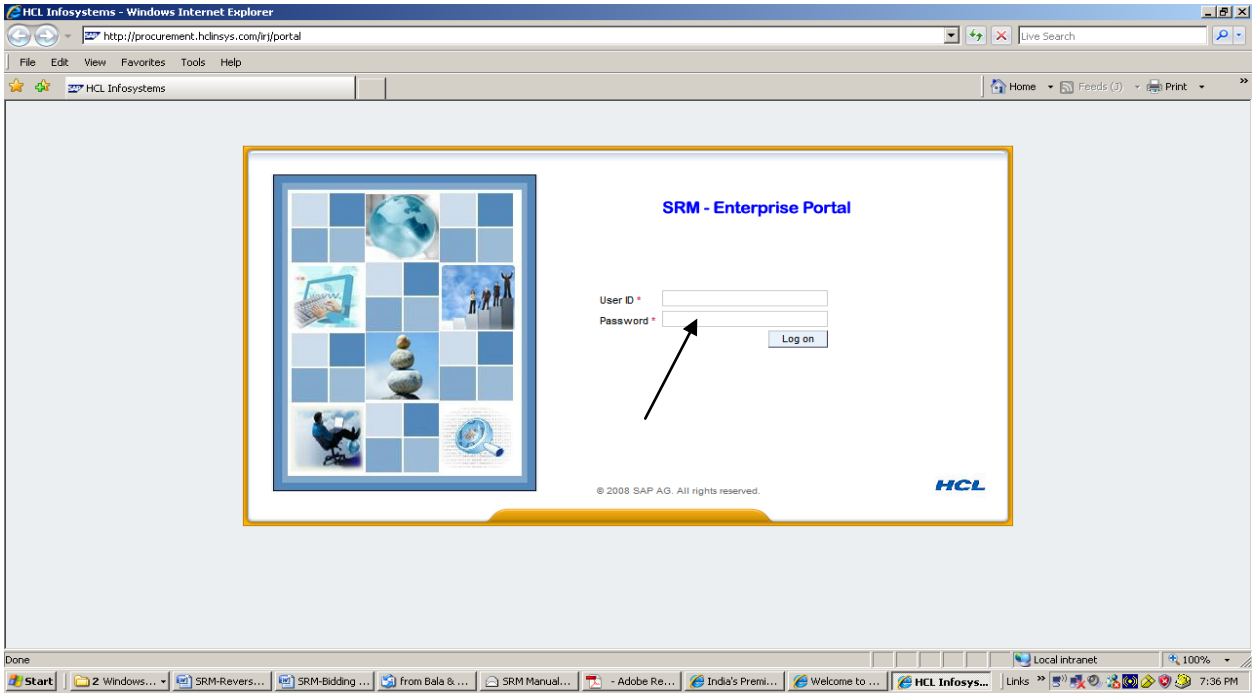
Select SRM-Enterprise Portal …



Login using the User ID and Password.

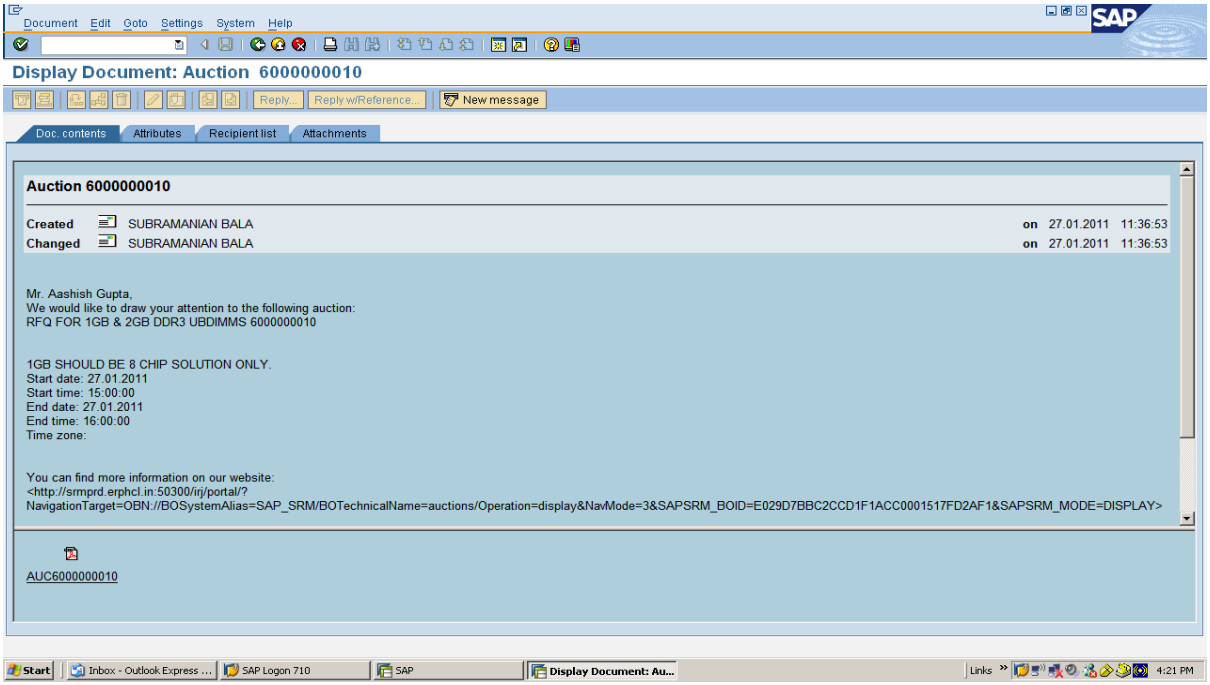
Once the Bidder enters the Supplier Screen , Bidder has to search for / locate the published RA doc. mentioned in the e-mail intimation received from HCL (details given in the next section).

*

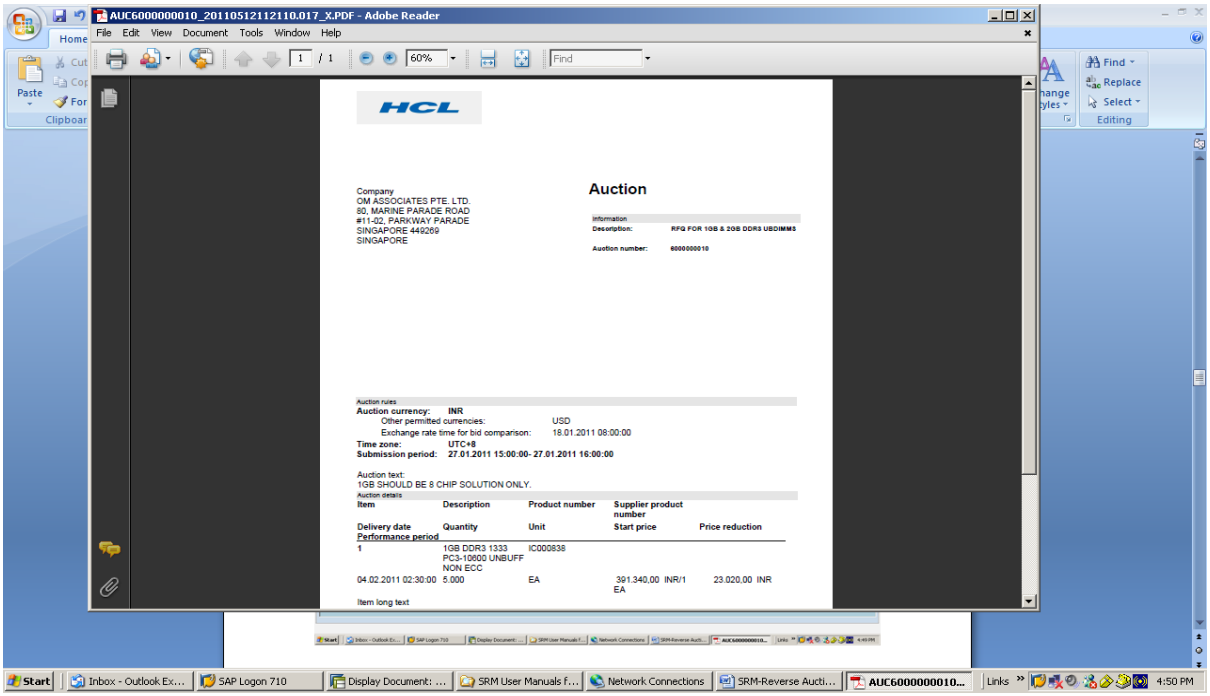
5. Reverse Auction Process details (screen shots).....

5.1 When a Reverse Auction Doc. is published by HCL buyer, Bidders selected in the RA docs. will receive an intimation e-mail from HCL in the e-mail ID of the Bidder's/Supplier's Contact person, so that he participate in that particular Reverse Auction process.

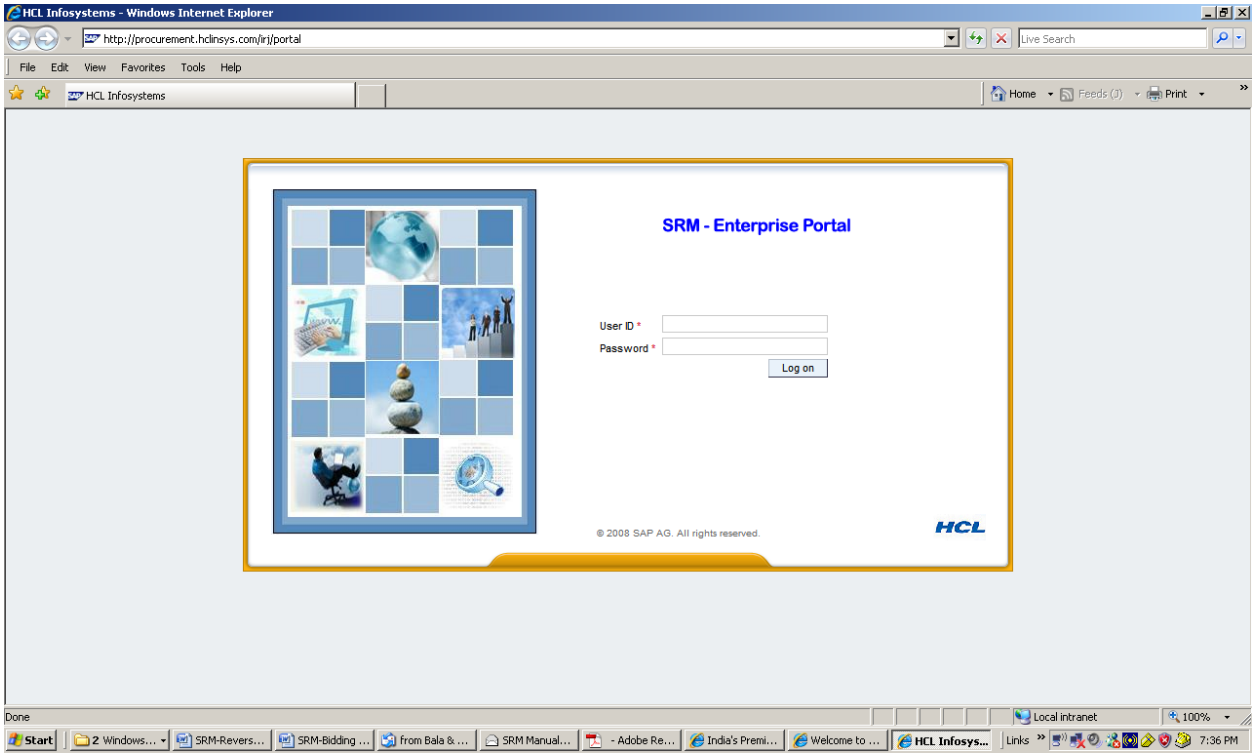
Format of the the e-mail is given below.


Document Edit Goto Settings System Help
Display Document: Auction 6000000010
Reply... Reply w/Reference... New message
Doc. contents Attributes Recipient list Attachments
Auction 6000000010
Created SUBRAMANIAN BALA on 27.01.2011 11:36:53
Changed SUBRAMANIAN BALA on 27.01.2011 11:36:53
Mr. Aashish Gupta,
We would like to draw your attention to the following auction:
RFQ FOR 1GB & 2GB DDR3 UBDIMMS 6000000010
1GB SHOULD BE 8 CHIP SOLUTION ONLY.
Start date: 27.01.2011
Start time: 15:00:00
End date: 27.01.2011
End time: 16:00:00
Time zone:
You can find more information on our website:
<http://srmprd.erphcl.in:50300/irj/portal/?
NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalName=auctions/Operation=display&NavMode=3&SAPSRM_BOID=E029D7BBC2CCD1F1ACC0001517FD2AF1&SAPSRM_MODE=DISPLAY>
AUC6000000010
Start Inbox - Outlook Express ... SAP Logon 710 SAP Display Document: Au... Links 4:21 PM

Also the Auction document created by buyer in SAP SRM system is attached with the e-mail e.g given below:


AUC6000000010_20110512112110.017_X.PDF - Adobe Reader
File Edit View Document Tools Window Help
HCL
Company
OM ASSOCIATES PTE. LTD.
80, MARINE PARADE ROAD
#11-02, PARKWAY PARADE
SINGAPORE 449269
SINGAPORE
Auction
Description: RFQ FOR 1GB & 2GB DDR3 UBDIMMS
Auction number: 6000000010
Auction currency: INR
Other permitted currencies: USD
Exchange rate time for bid comparison: 18.01.2011 08:00:00
Time zone: UTC+8
Submission period: 27.01.2011 15:00:00- 27.01.2011 16:00:00
Auction text:
1GB SHOULD BE 8 CHIP SOLUTION ONLY.
Item Description Product number Supplier product number
Delivery date Quantity Unit Start price Price reduction
Performance period
1 1GB DDR3 1333 PC3-10600 UNBUFF NON ECC IC000838
04.02.2011 02:30:00 5.000 EA 391.340,00 INR/1 EA 23.020,00 INR
Item long text
Start Inbox - Outlook Ex... SAP Logon 710 Display Document: ... SRM User Manuals f... Network Connections SRM-Reverse Aucti... AUC6000000010... Links 4:50 PM

5.2 To participate in the Reverse Auction Process, Supplier has to Login to the SRM Enterprise Portal screen via HCL Website as mentioned in previous section.



Enter the User ID an Password …

5.3 Refer to the e-mail received from HCL for the RA doc.details and view the supplier screen..

Select RFx and Auctions →eAuctions →Published.

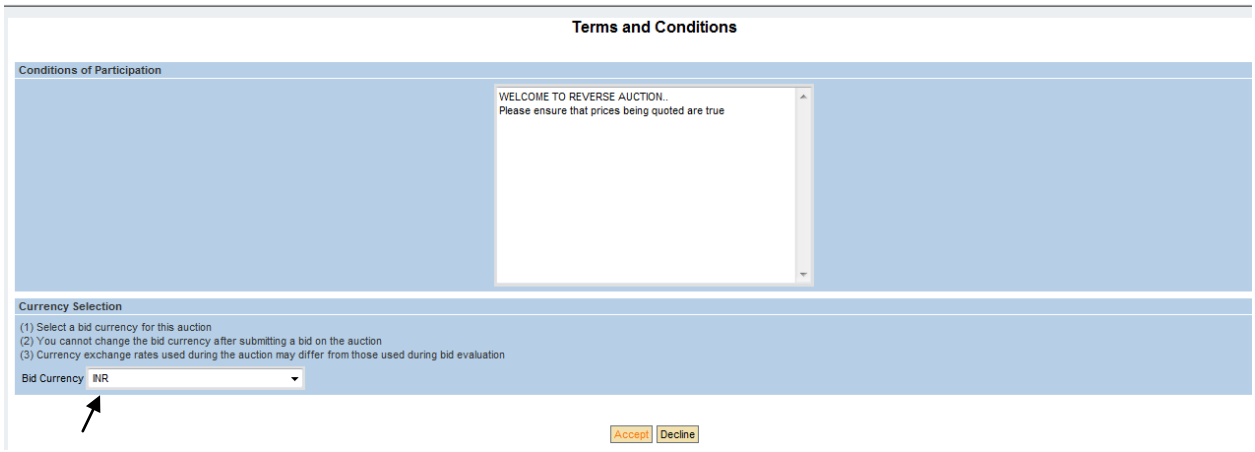
*

5.4 Select RA doc no. /Event no. (mentioned in the e-mail received from HCL for RA) from the list of published docs ,OR search for the Published RA doc no. using quick criteria maintenance.

Once the Starting time of the Auction is reached , the RA doc. status changes from Published to Active.

Select the Event no. and click on Live Auctions TAB.

5.5 Select the Terms and Conditions…..


Terms and Conditions
Conditions of Participation
WELCOME TO REVERSE AUCTION..
Please ensure that prices being quoted are true
Currency Selection
(1) Select a bid currency for this auction
(2) You cannot change the bid currency after submitting a bid on the auction
(3) Currency exchange rates used during the auction may differ from those used during bid evaluation
Bid Currency INR
Accept
Decline

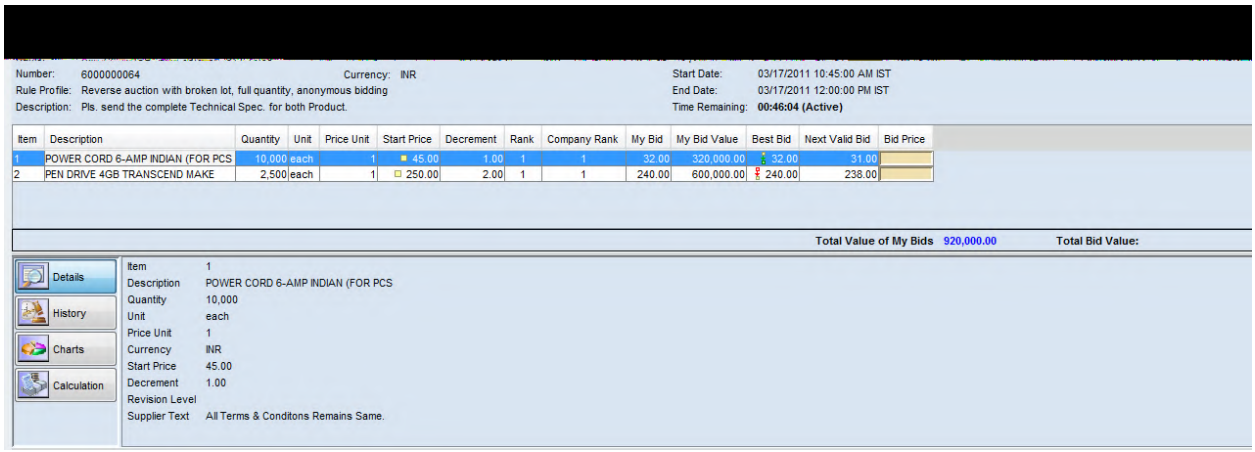
Currency (INR , USD, etc.) in the option Bid Currency.

5.6 Options available in the Live Auction Cockpit

The Supplier can go through the various options available in the Live Auction Cockpit, like Details,History,Charts,Calculations ,Chat & system Messages, etc.

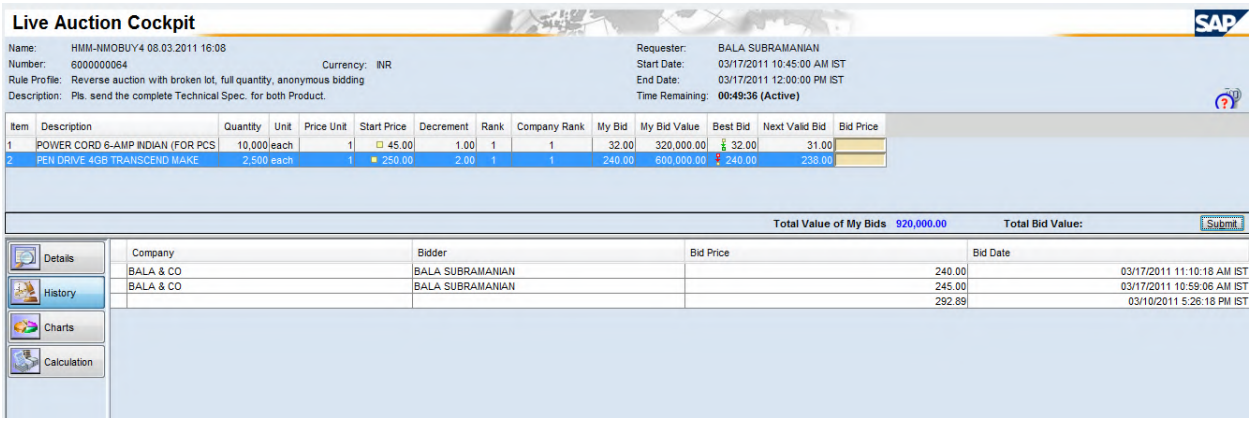
Details Option

This option shows the details entered by the Buyer while creating the RA doc. initially for the selected items.

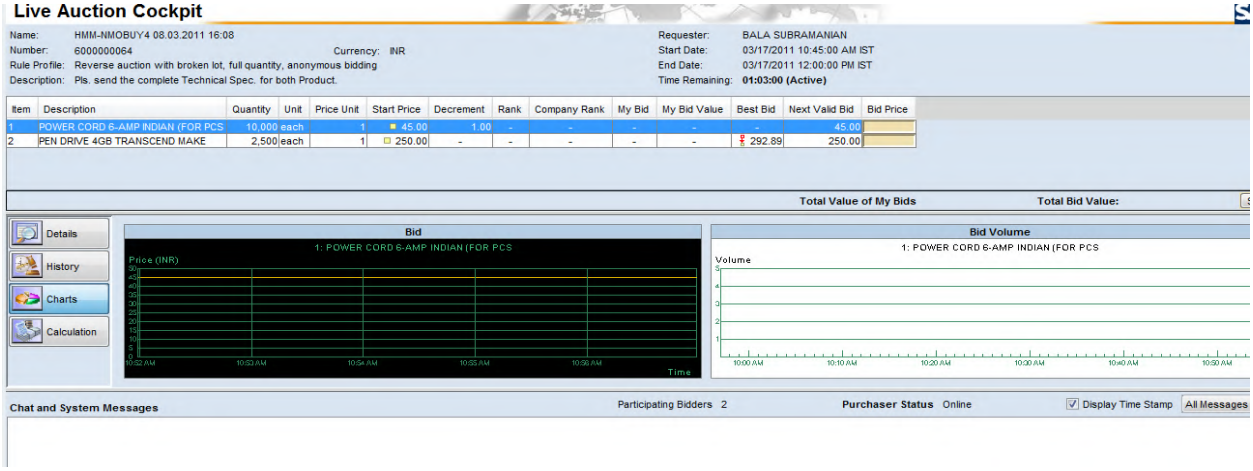


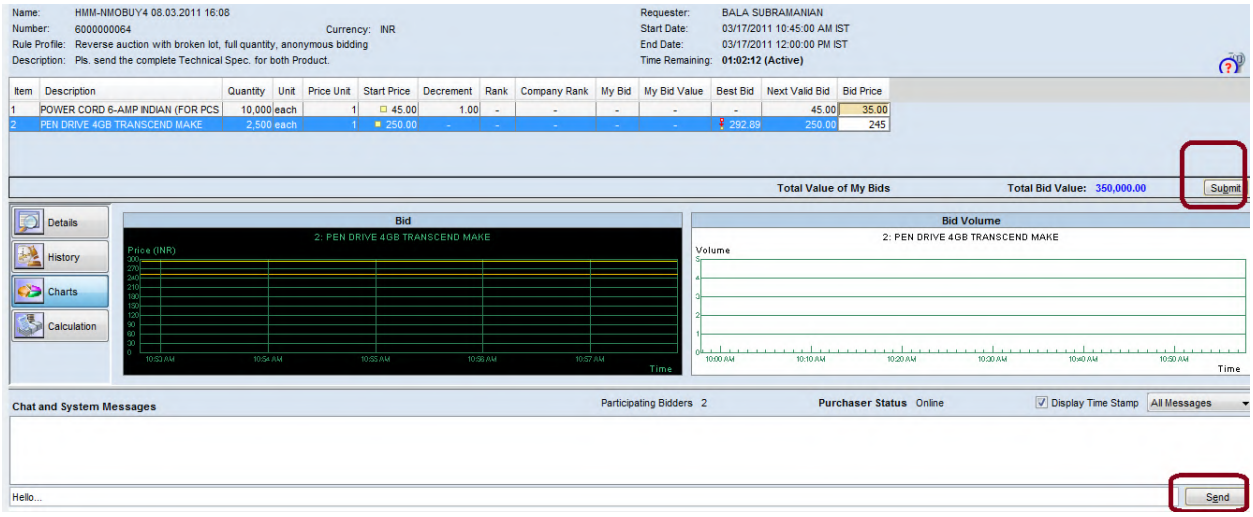
History Option:

It shows the prices being quoted for the selected items with the exact timestamps at which they were submitted.


Live Auction Cockpit
Name: HMM-NMOBUY4 08.03.2011 16:08
Number: 6000000064
Currency: INR
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding
Description: Pls. send the complete Technical Spec. for both Product.
Requester: BALA SUBRAMANIAN
Start Date: 03/17/2011 10:45:00 AM IST
End Date: 03/17/2011 12:00:00 PM IST
Time Remaining: 00:49:36 (Active)
Item Description Quantity Unit Price Unit Start Price Decrement Rank Company Rank My Bid My Bid Value Best Bid Next Valid Bid Bid Price
1 POWER CORD 6-AMP INDIAN (FOR PCS 10,000 each 1 45.00 1.00 1 1 32.00 320,000.00 32.00 31.00
2 PEN DRIVE 4GB TRANSCEND MAKE 2,500 each 1 250.00 2.00 1 1 240.00 600,000.00 240.00 238.00
Total Value of My Bids 920,000.00
Total Bid Value:
Submit
Details
History
Charts
Calculation
Company Bidder Bid Price Bid Date
BALA & CO BALA SUBRAMANIAN 240.00 03/17/2011 11:10:18 AM IST
BALA & CO BALA SUBRAMANIAN 245.00 03/17/2011 10:59:06 AM IST
292.89 03/10/2011 5:26:18 PM IST

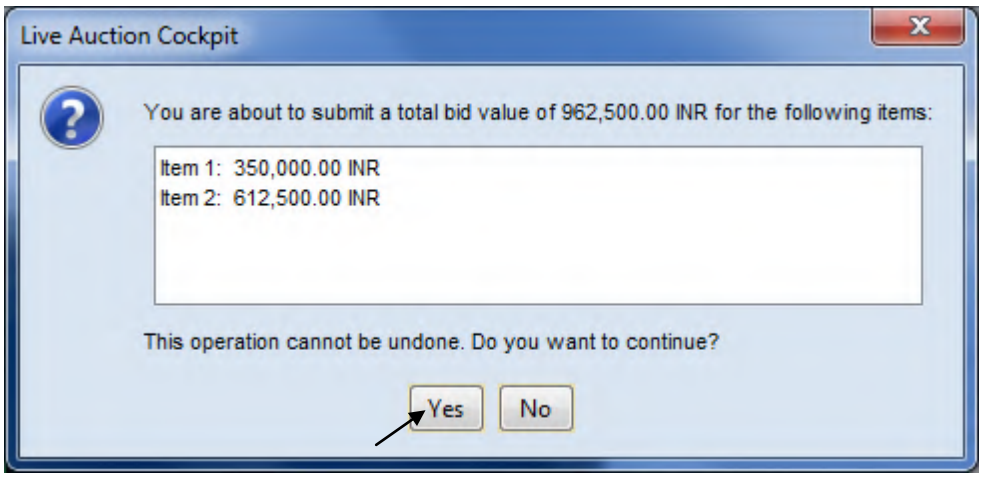
Charts option:


Live Auction Cockpit
Name: HMM-NMOBUY4 08.03.2011 16:08
Number: 6000000064
Currency: INR
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding
Description: Pls. send the complete Technical Spec. for both Product.
Requester: BALA SUBRAMANIAN
Start Date: 03/17/2011 10:45:00 AM IST
End Date: 03/17/2011 12:00:00 PM IST
Time Remaining: 01:03:00 (Active)
Item Description Quantity Unit Price Unit Start Price Decrement Rank Company Rank My Bid My Bid Value Best Bid Next Valid Bid Bid Price
1 POWER CORD 6-AMP INDIAN (FOR PCS 10,000 each 1 45.00 1.00 45.00
2 PEN DRIVE 4GB TRANSCEND MAKE 2,500 each 1 250.00 292.89 250.00
Total Value of My Bids
Total Bid Value:
Details
History
Charts
Calculation
Bid
1: POWER CORD 6-AMP INDIAN (FOR PCS
Price (INR)
Time
Bid Volume
1: POWER CORD 6-AMP INDIAN (FOR PCS
Volume
Chat and System Messages
Participating Bidders 2
Purchaser Status Online
Display Time Stamp
All Messages


Name: HMM-NMOBUY4 08.03.2011 16:08
Number: 6000000064
Currency: INR
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding
Description: Pls. send the complete Technical Spec. for both Product.
Requester: BALA SUBRAMANIAN
Start Date: 03/17/2011 10:45:00 AM IST
End Date: 03/17/2011 12:00:00 PM IST
Time Remaining: 01:02:12 (Active)
Item Description Quantity Unit Price Unit Start Price Decrement Rank Company Rank My Bid My Bid Value Best Bid Next Valid Bid Bid Price
1 POWER CORD 6-AMP INDIAN (FOR PCS 10,000 each 1 45.00 1.00 45.00 35.00
2 PEN DRIVE 4GB TRANSCEND MAKE 2,500 each 1 250.00 292.89 250.00 245
Total Value of My Bids
Total Bid Value: 350,000.00
Submit
Details
History
Charts
Calculation
Bid
2: PEN DRIVE 4GB TRANSCEND MAKE
Price (INR)
Time
Bid Volume
2: PEN DRIVE 4GB TRANSCEND MAKE
Volume
Chat and System Messages
Participating Bidders 2
Purchaser Status Online
Display Time Stamp
All Messages
Hello...
Send

How to send RA Response …..

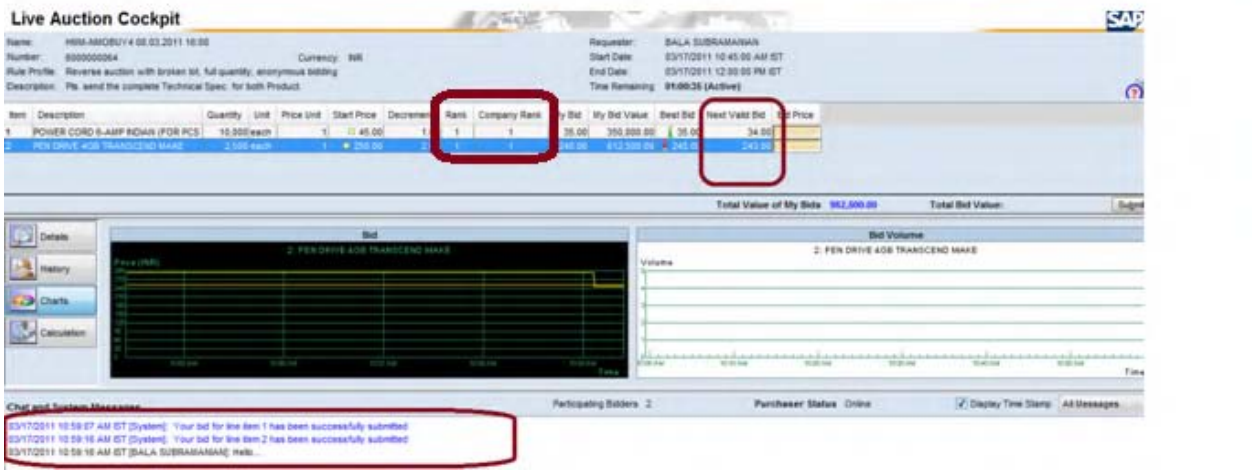
The supplier has to enter the least price for the bid. On clicking ***submit*** button in the Live Auction Cockpit, following screen appears:

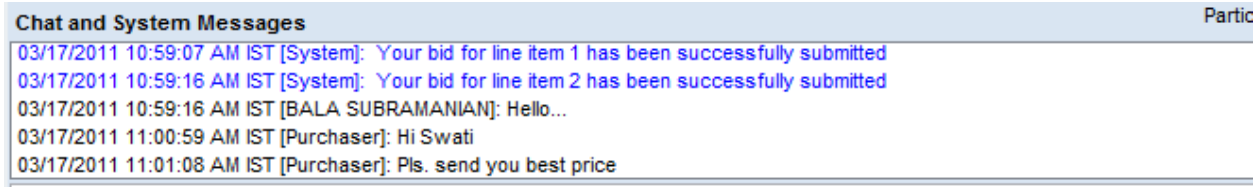

Live Auction Cockpit
You are about to submit a total bid value of 962,500.00 INR for the following items:
Item 1: 350,000.00 INR
Item 2: 612,500.00 INR
This operation cannot be undone. Do you want to continue?
Yes
No

Click YES to post the Bid Response.

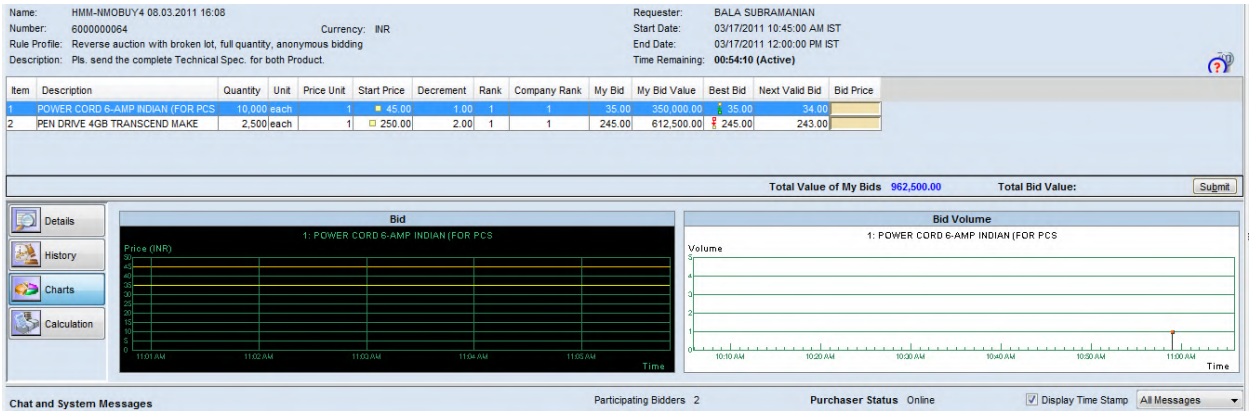
Chat and System Messages……

Whatever is written by the Buyer, is also visible to the supplier.




Chat and System Messages
Partic
03/17/2011 10:59:07 AM IST [System]: Your bid for line item 1 has been successfully submitted
03/17/2011 10:59:16 AM IST [System]: Your bid for line item 2 has been successfully submitted
03/17/2011 10:59:16 AM IST [BALA SUBRAMANIAN]: Hello...
03/17/2011 11:00:59 AM IST [Purchaser]: Hi Swati
03/17/2011 11:01:08 AM IST [Purchaser]: Pls. send you best price

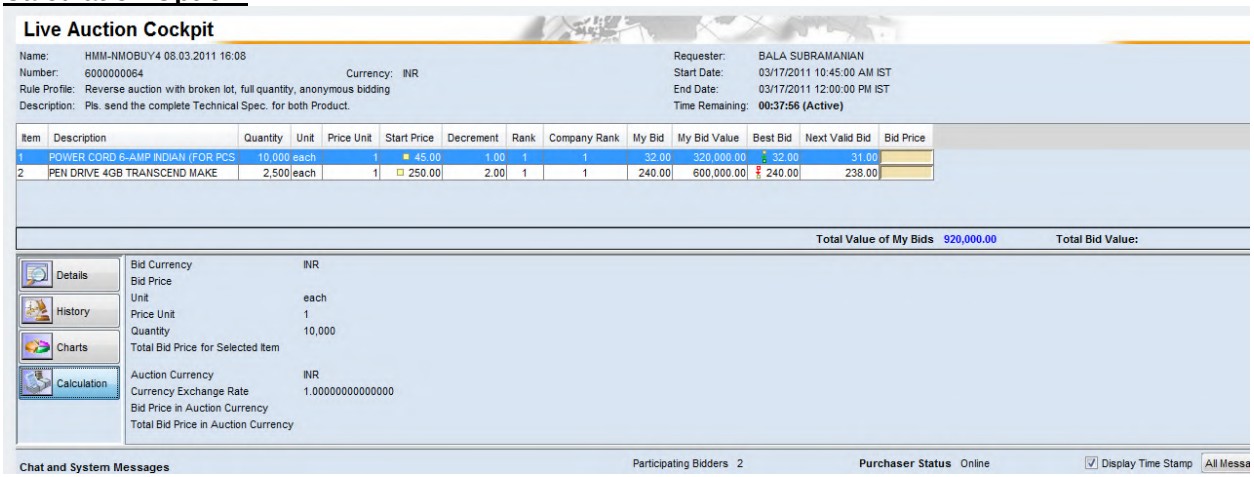
Charts Option


Name: HMM-NMOBUY4 08.03.2011 16:08
Number: 6000000064
Currency: INR
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding
Description: Pls. send the complete Technical Spec. for both Product.
Requester: BALA SUBRAMANIAN
Start Date: 03/17/2011 10:45:00 AM IST
End Date: 03/17/2011 12:00:00 PM IST
Time Remaining: 00:54:10 (Active)
Item Description Quantity Unit Price Unit Start Price Decrement Rank Company Rank My Bid My Bid Value Best Bid Next Valid Bid Bid Price
1 POWER CORD 6-AMP INDIAN (FOR PCS 10,000 each 1 45.00 1.00 1 1 35.00 350,000.00 35.00 34.00
2 PEN DRIVE 4GB TRANSCEND MAKE 2,500 each 1 250.00 2.00 1 1 245.00 612,500.00 245.00 243.00
Total Value of My Bids 962,500.00
Total Bid Value:
Submit
Details
History
Charts
Calculation
Bid
1: POWER CORD 6-AMP INDIAN (FOR PCS
Price (INR)
Time
Bid Volume
1: POWER CORD 6-AMP INDIAN (FOR PCS
Volume
Time
Chat and System Messages
Participating Bidders 2
Purchaser Status Online
Display Time Stamp
All Messages

Bid - Shows the price being quoted by the supplier at various points for the selected item on top.

Bid Volume - shows the number of quotes for the selected item submitted by the supplier in every 10 minutes.

Calculation Option:

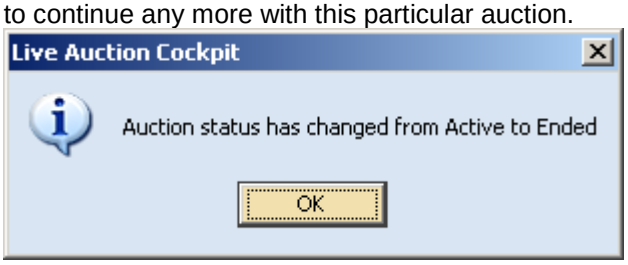

Live Auction Cockpit
Name: HMM-NMOBUY4 08.03.2011 16:08
Number: 6000000064
Currency: INR
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding
Description: Pls. send the complete Technical Spec. for both Product.
Requester: BALA SUBRAMANIAN
Start Date: 03/17/2011 10:45:00 AM IST
End Date: 03/17/2011 12:00:00 PM IST
Time Remaining: 00:37:56 (Active)
Item Description Quantity Unit Price Unit Start Price Decrement Rank Company Rank My Bid My Bid Value Best Bid Next Valid Bid Bid Price
1 POWER CORD 6-AMP INDIAN (FOR PCS 10,000 each 1 45.00 1.00 1 1 32.00 320,000.00 32.00 31.00
2 PEN DRIVE 4GB TRANSCEND MAKE 2,500 each 1 250.00 2.00 1 1 240.00 600,000.00 240.00 238.00
Total Value of My Bids 920,000.00
Total Bid Value:
Details
History
Charts
Calculation
Bid Currency INR
Bid Price
Unit each
Price Unit 1
Quantity 10,000
Total Bid Price for Selected Item
Auction Currency INR
Currency Exchange Rate 1.00000000000000
Bid Price in Auction Currency
Total Bid Price in Auction Currency
Chat and System Messages
Participating Bidders 2
Purchaser Status Online
Display Time Stamp

It shows the calculation details for the selected item say quantity, exchange rate using which the total bid price will be computed.

5.7 NOTE: The Bid Responses should be posted before the Deadline time/End Time.

Before the End time is reached , the Deadline time can be extended multiple times , if required by the Buyer.

5.8 Once the End time is reached, the Live Auction is closed for further responses from Supplier. At the end of the desired time the following message will appear and the supplier will not be able to continue any more with this particular auction.



5.9 Once the RA is Ended, the Auction is reviewed at the Buyer's end and if price is finally approved by the concerned HCL Manager , the buyer can finalize the price for the item for a particular Contract or / and a Purchase order can be placed with the approved Supplier.

Reverse Auction Process from Bidder / Suppliers' end is Successfully Completed in this way**.**

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6. How to contact HCL for Support …

For any issues , external suppliers can contact HCL at *support.srmproc@hcl.com* .*This e-mail ID is available in our HCL Website –www.hclinfosystems.com –HCL SRM –Supplier Portal screen.*

*******END*******